

Wisconsin Department of Public Instruction



July 2024

Announcements from the Special Milk Program (SMP)

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Annual Civil Rights Training Reminder

Civil Rights Training

All Special Milk Program participating agencies **must provide annual civil rights training** to all staff members who interact with program applicants or participants and those persons who supervise these staff (this includes the SMP authorized representative, 2nd contact listed in the contract, staff completing the Ethic and Racial Data collection forms and staff who prepare the SMP claim).

To assure that all the USDA Civil Rights required subject matter is covered, agencies should use DPI's *Civil Rights Training* to complete the required civil rights training. Records indicating agency staff who received civil rights training, civil rights topics covered, and date(s) civil rights training was completed must be retained on file. Agencies may utilize the *Civil Rights Training Attendance Sheet* to document its annual civil rights training with all staff.

[Civil Rights Training](#) [Civil Rights Training Attendance Sheet](#)

News Media Release

The DPI has updated the News Media Release for 2024-2025. All SMP Sponsors must complete and submit the [News Media Release](#) annually to a local news media outlet. Documentation of when and where the [News Media Release](#) was submitted must be kept on file.

And Justice for All Posters

It is a requirement of the Special Milk Program to display in a visible place to the public the 11" X 17" size nondiscrimination poster "...[And Justice For All](#)", provided by DPI.

Sponsoring organizations (agencies with more than one site participating on the Special Milk Program) must display in a place visible to the public at its administrative office as well as at all its sites participating on the Special Milk Program.

In May 2022, USDA updated the And Justice for All poster with the updated nondiscrimination statement. DPI has ordered the new posters and once they are received, the DPI will distribute them to our participating agencies. Continue to post the 2019 posters or [print this 2022 poster](#) to use until the new posters arrive.

Race and Ethnicity Data

The [Race and Ethnicity Data Form](#) must be completed annually and kept on file with the agency records. All camps must complete the [Race and Ethnicity Data Form](#) for each site.

For more information about the Special Milk Program visit our [website](#). If you have any questions, contact cnt@dpi.wi.gov or (608) 267-9129.



REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's Claim Submission Deadlines visit [Claim Submission Deadlines](#).

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